

POSITION DESCRIPTION COVERSHEET

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position
PLS FOR PUBLIC AFFAIRS SERIES GS-1235 15-53 7-911. DUTY LOCATION
Kansas City, Kan.2. POSITION NUMBER
00016161

Official Allocation	b. Title Public Affairs Specialist	c. Pay Plan GS	d. Series 1035	e. Grade 13	f. CLC
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE DENISE MORRISON			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY - Region 7		f.			
b. Regional Administrator		g.			
c. Office of Public Affairs		h. Employing Office Location - Region 7 - Kansas City, Kan.			
d.		i. Organization Code 90714008			
8. SUPERVISORY STATUS					

- ☐ [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☒ [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Rich Hood, ARA for Media and Intergovernmental

b. Signature



c. Date

8/22/11

d. Typed Name and Title of Second-Level Supervisor

Karl Brooks, Regional Administrator

e. Signature



f. Date

08/22/11

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistency with the most applicable published standards.

a. Promotion Potential

☒ This position has no promotion potential☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. PSB Risk Designation

- ☐ 1 Low
☒ 2 Moderate
☐ 3 High

Security Clearance

Required: ☐ Yes ☐ No

c. Financial Disclosure Form

- ☐ OGE-450 Required
☐ OGE-278 Required
☐ No financial disclosure forms required

d. "Identical, Additional" (IA)

Allocation This position

- ☐ may be IA'ed
☐ may not be IA'ed
☐ is limited to current incumbent

e. FLSA Determination

- ☐ NONEXEMPT ☒ EXEMPT
(*check exemption category)
☒ Administrative
☐ Professional ☐ Executive

f. Functional Classification Code

00

g. Bargaining

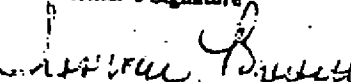
Unit Code

0011

h. Check, if applicable:

- ☐ Medical Monitoring Required
☐ Extramural Resources Management Duties (50% of time)
☐ This position is subject to random drug testing ()

i. Classifier's Signature



j. Date

11-9-11

11. REMARKS

PUBLIC AFFAIRS SPECIALIST
(Environmental Education Outreach Coordinator)
PD# ????
GS-1035-13

Introduction - Incumbent serves as a public affairs specialist in Region 7's Office of Public Affairs. The incumbent is responsible for managing the region's environmental education outreach across programs and divisions, including coordinating and negotiating with senior managers in the use of their division's resources and personnel to achieve overall consistent messaging on behalf of the Agency. Incumbent is also responsible for the environmental education grants program in the region. Incumbent combines external messaging outreach with evaluation and distributing of environmental education grants in a comprehensive approach that helps both approaches build on each other. EPA's environmental education emphasis is designed to increase the public's awareness and knowledge about environmental issues or problems, including ones in specific communities in which environmental issues are seriously complicated and controversial. In increasing public awareness, environmental education provides the public with the necessary skills to make informed decisions and take responsible action.

Major Duties and Responsibilities-

Manages Region 7's Environmental Education (EE) program with responsibility for carrying out all provisions of the 1990 National Environmental Education Act.

Provides consultation on EE matters to the Region and to EPA Headquarter and directs the Regional EE workgroup consisting of Division/Office representatives.

Manages an annual budget of \$200,000 plus. Makes final recommendations to OPA Director and the Regional Administrator on funding decisions.

Represents EPA nationally, regionally, and locally at EE conferences. Serves as single point of contact for all EE inquiries from teachers, students, other governmental agencies, academic institutions, and nonprofit organizations.

Represents EPA on the Kansas Coalition for Children in Nature (KCCN) statewide steering committee to implement the Kansans for Children and Nature Plan to promote outdoor learning experiences and environmental education for Kansas young people. KCCN is a state Cabinet-level position that includes representatives from 10 other education-related departments. Incumbent works on local working groups to establish local EE projects under the Kansans for Children and Nature initiative.

Manages Region 7's EE grants program. Announces availability of funds throughout Region 7. Implements a grant evaluation process. Serves as the single point of contact for all questions from applicants and assists in presenting EPA grant writing workshops. Writes news releases to

publicize awardees, answers press inquiries and organizes events to honor awardees and further promote environmental education.

Serves as project officer on EE grants awarded in the Region. Monitors grantee's progress on work plan. Tracks fiscal responsibility, makes decision on amendments, reviews final technical reports, remediates problems where necessary, and closes out projects when appropriate.

Stays informed of all EE initiatives in Region 7 States and gives presentations at State EE conferences. Coordinates and collaborates with key State EE coordinators on a regular basis.

Serves as sponsor and coordinator of Region 7's State Environmental Education Organizations and Associations conference which enables all Midwest environmental educators to meet and exchange ideas.

Plans and implements environmental teachers' workshops in Region 7. Evaluates teacher education workshops which are held throughout the year. Works with urban educators (i.e., organized EE conference for public school teachers.)

Reviews environmental education curricula. Develops exhibits/booklets on the Region's EE program.

Factor 1 - Knowledge Required

Lvl 1-7 1250 Points

Mastery of the principles, methods, practices and techniques of communication that enables the public affairs specialist to function as the technical authority within the Region with responsibility for the development and execution of plans for dissemination of written and oral information to encourage groups and individual within the Region ~~with responsibility for the development and execution of plans for dissemination of written and oral information to encourage groups and individuals within the Region~~ to adopt program results developed from public input. This includes:

Skill in developing written materials designed to encourage affected publics to adopt positions on a variety of issues when such policies have been determined as a result of a broad involvement of interested or concerned individuals or groups in the decision making process;

Skill in making oral presentations or training others to conduct meetings designed to obtain public input on program issues and develop a consensus position from among divergent viewpoints;

Skill in establishing and maintaining working relationships with a variety of publics some of whom have opposing points of view from the organization and where the specialist must defend the developed policy or point of view in the face of heavy criticism in unstructured settings;

Skill in analyzing and developing recommendations, or training others to do so, from a wide array of conflicting and divergent input from many public and arriving at a position acceptable to most of the participant.

Factor 2 – Supervisory Controls

Lvl 2-5 650 Points

The Public Affairs Director provides administrative direction in terms of board policy statements and general objectives to be achieved through the regional public affairs program. The public affairs specialist is responsible for developing and preparing plans and programs for carrying out responsibilities on a regional level, determining methods to be used, approaches to be taken, resolving conflicts that arise and coordinating work with program officials and external groups.

Results of work, in terms of decisions made and recommendations developed, are accepted as technically sound and authoritative. A general review of the work is made in terms of attainment of program objectives.

Factor 3 – Guidelines

Lvl 3-4 450 Points

Guidelines, in the form of administrative policies issued by the office director, and precedent situations or issues, are available but of limited value in specific situations because of definition in general terms.

The Public Affairs Specialist uses seasoned judgment in modifying standard communication methods in developing approaches or strategies that more appropriately match the requirements of unique situations encountered.

Factor 4 – Complexity

Lvl 4-5 325 Points

Assignments include planning, implementing and evaluating the regional environmental education program involving development of written information materials to encourage adoption of organization programs; making oral presentations to encourage organizations (national, State, and local) to convey support of policies to their members; and developing recommendations from an analysis of public input on a wide variety of program and policy issues.

Decisions regarding what needs to be done include determining the type of approach to use in gaining understanding from various publics of programs, development of modified methods in achieving communication goals and evaluating public input while considering the conflicting and divergent views on many programs and policies held by the various publics.

The work requires developing new methods to obtain a broad range of public input from among opposing viewpoints and synthesizing the data to develop consensus program recommendations.

Factor 5 – Scope and Effect

Lvl 5-5 325 Points

The purpose of the position is to provide direction and expert technical advice in communicating the Agency's Environmental Education Program within the Region that will assure that natural resources are properly utilized and preserved.

The work results in assuring that those individuals and groups impacted by programs have the opportunity to provide input on the policies developed. The efforts of the work affect the recreational, social, and economic aspects of the lives of a large number of people.

Factor 6 – Personal Contacts

Lvl 6-3 60 Points

Personal contacts are with members of the news media, teachers, students, representatives of other governmental agencies, State agencies, academic institutions, nonprofit organizations, and program officials within Headquarters regional structures. Contacts occur on a non routine basis and involve meaningful exchanges of views and information.

Factor 7 – Purpose of Contacts

Lvl 7-C 120 Points

Purpose of contacts is to obtain cooperation in disseminating information concerning the Agency's programs. Contacts with national, State and local organizations are to obtain their input on issues; encourage these groups to communicate such issues to their members to develop widespread understanding of the work of the Agency and clarify new or reviewed programs.

Factor 8 – Physical Demands

Lvl 8-1 5 Points

Although some travel is involved, most of the work is sedentary.

Factor 9 – Work Environment

Lvl 9-1 5 Points

Most of the work is performed in an office setting.

Total Points 3190 = GS-13 (3155-3600)

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information

Percentage of Time Spent on Extramural Resources Management

Name DEPULSE MORGAN

Position Number 00016661

Title Public Affairs Specialist

Series/Grade 1035-13

Organization EPA R7/RA/Office of Public Affairs

This position has no extramural resources management responsibilities.

Total extramural resources management duties occupy less than 25% of time.

XX

Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature L. Richard Ford

Date 8/22/2011

Personnel Specialist's J. Wilson

Date 11-9-11

Part 1. Contracts Management Duties

Pre-award:

Plans Procurements

Estimates Costs

Obtains funding commitments

Prepares procurement requests

Writes statements of work

Reviews statements of work

Processes unsolicited proposals

Responds to pre-award inquiries

Participates in pre-award conferences

Conducts technical evaluation of proposals

Participates in debriefing/protests

Other (list)

Monitors management and performance of delivery orders/work assignments after award

Defines scope of work for work assignments

Approves payment requests of ACH drawdowns

Manages cost-reimbursement contracts

Reviews invoices

Inspects and accepts deliverables

Other (list)

Close-out:

Writes reports on contractor performance, costs, and tasks performed

Reconciles payments with work performance

Closes-out payments

Performs cost accounting

Provides assistance to Contracting Officer in settling claims

Other (list)

Post-award:

Prepares delivery orders

Reviews contractor work plans

Reviews contractor progress reports

Monitors government-furnished property

Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

%

Continued

Part 2. Grants/Cooperative Agreements Duties		X	Advises Grants Management Office of potential problems/issues
Pre-application/Application:		X	Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
X	Prepares solicitation for proposals		
X	Identifies potential grantees for area of program emphasis	X	Approves payments requests or ACH drawdowns
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
X	Provides administrative information to applicants		Negotiates amendments
X	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	X	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
	Assists applicant in resolving issues in application for cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	X	When necessary, recommends termination of the agreement
	Negotiates level of funding	X	Resolves with Grants Management Office administrative and financial issues
X	Conducts site visits to evaluate program capability	X	Conducts periodic reviews to ensure compliance with agreement
X	Serves as resource to Selection Panel		Other (list)
X	Informa applicants of funding decisions		
	Other (list)		
Award:			
X	Prepares funding package, including Decision Memorandum	X	Close-out:
X	Obtains concurrences/approvals	X	Certifies deliverables were satisfactory and timely
X	Reviews/concurs in completed document	X	Provides assistance to recipients and Grants Management Office to ensure timely close-out
X	Establishes project file	X	Reconciles payment with work performed
	Other (list)	X	Notifies recipient of close-out requirements
		X	Obtains legal assistance if necessary to resolve incomplete close-out
		X	If project is audited, responds to issues and ensures recipient complies with audit recommendations
			Other (list)
Project Management/Administration:			Percentage of Time Spent on Grants/Cooperative Agreements Management
X	Monitors recipient's activities and progress		
X	Reviews reports and deliverables and notifies recipient of comments		50 %
X	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:			Monitors cost management and overall technical performance
	Plans and negotiates work effort		Participates in decisions about project modification/termination
	Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Obtains funding commitments		Inspects and accepts deliverables
	Prepares commitment notice		Other (list)
	Writes or reviews scope of work		
	Responds to pre-agreement inquiries		
	Participates in pre-agreement conferences		
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report
	Performs technical evaluation of work plan and budget		Decides on disbursement of equipment
	Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed
	Other (list)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
			Certifies deliverables
			Resolves close-out issues with Grants Management Office/other agency
			Other (list)
Project Management/Administration:			
	Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:

ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7

POSITION NUMBER: _____

TRAVEL: # days per month _____

MEDICAL MONITORING PROGRAM REQUIREMENTS

- ☐ This position IS in the medical monitoring program.
☒ This position IS NOT in the medical monitoring program.
Regional Safety & Health Officer Concurrence: _____

☐ Compliance with EPA Order 3500.1, Inspector Training Program is required.

FINANCIAL DISCLOSURE FORM

- ☒ OGE-450 Required
☐ OGE-278 Required
☐ No financial disclosure forms required

DRUG TESTING PROGRAM

- ☐ This position IS in the drug testing program.
☒ This position IS NOT in the drug testing program.
Drug Testing Program Coordinator Concurrence: _____

BARGAINING UNIT DESIGNATION

- ☒ Position is included in the ☐ NTEU (0029) ☒ AFGE (0011)
☐ Position is eligible for inclusion in a BU but currently not covered (7777).
☐ Position is excluded from the BU (8888).

EXTRAMURAL RESOURCES MANAGEMENT DUTIES

- ☐ This position has NO extramural resources management responsibilities.
☐ Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.
☒ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.
☐ Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY

- ☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.
☐ This Position is a ☐ Property Management Officer (PMO); ☐ Property Accountability Officer (PAO); ☐ Property Utilization Officer (PUO) and/or ☐ Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.
☐ More than 25% is described in the position description.

R. Richard Ford
Supervisor Signature

8/22/2011
Date

(Attached to Original Position Description Form dated 8/09) PD Addendum Form dated 8/1/11)